

## CODE ENFORCEMENT INSPECTOR

**POSITION SUMMARY:** Performs detailed and technical inspection work involving the enforcement of City codes that regulate the health and safety of properties. This position performs field inspections and interprets and enforces municipal adopted codes related to property maintenance and nuisance to insure compliance with established standards and ordinances, rules and regulations. This position is responsible for the preparation of detailed records and reports as well as the preparation of correspondence. This position works with a diverse group of external contacts as well as internal contacts at different levels of the organization. Independent judgment is required to plan, prioritize and organize a diversified workload. This position applies specialized functional knowledge to analyze and respond to code enforcement matters within established limits. Advice and leadership are available from supervisor or their designee for complex issues or those requiring authorization.

**SUPERVISION RECEIVED:** Work is performed under the immediate supervision of the Chief Building Official or other designated official.

**ESSENTIAL JOB FUNCTIONS:** *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Investigate complaints of non-construction related housing, building and property maintenance, zoning and other code and ordinance violations. Inform and advise property owners / occupants regarding property maintenance and related codes and ordinances and provide general information on methods and procedures to accomplish compliance.
2. Conducts inspections in accordance with laws, ordinances, and regulations for nuisance, zoning and property maintenance code violations or other assigned codes pertinent to the function of property maintenance enforcement, to ensure compliance.
3. Inform and advise property owners regarding property maintenance and zoning codes and ordinances and provide them with information on proper compliance. Follows up to ensure work has been completed and inspects work for compliance.
4. Completes detailed documents and reports, including diagrams to provide an accurate representation and record of violations. Reports shall also include documentation of activities.
5. Prepares and processes work orders for City vendor(s) to correct code violations, posts violation notices and inspects work completed by vendor.
6. May prepare code violations and-municipal civil infraction tickets for prosecution, collects evidence, photographs violations, prepares legal documents and case history information, and confers with supervisor and City attorney as needed. Provide testimony in court as needed.
7. Reviews records and conducts research to determine property ownership.
8. Maintains a variety of automated and manual logs, records and files. Enters information and uploads pictures from field investigation into the computer system. Performs a variety of record keeping, filing, indexing and other general clerical work. Enter and compile data, prepare and maintain reports.

9. Complete special projects as directed. Review data and reports to identify errors and make or recommend corrections depending on nature of correction and scope of authority. Maintains detailed and organized case files.
10. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner. Provides customer service and receive and address routine and non-routine inquiries about complaints made by citizens, businesses, staff and others. Follow up within scope of authority and advise and/or refer to a supervisor if outside scope of authority.
11. Maintains a neat, safe and professional workplace both in the office, City vehicle and in the field.
12. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:** *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school degree and three years responsible work experience in work related to compliance with standards, inspections, or code administration; or an equivalent combination of training and experience.
- B. Has knowledge of inspection methods, materials and techniques related to building and zoning codes. Knowledge of the laws, ordinances and codes related to code compliance and housing standards.
- C. Ability to acquire, within a short training period, a knowledge of modern approved principles, practices and procedures of the City code and the geography.
- D. Demonstrates knowledge of, or ability to learn primary department functions as well as functions of the City as a whole.
- E. Possess good powers of observation.
- F. Demonstrates ability to communicate effectively, prepare detailed and accurate reports and to understand and follow established procedures and instructions. Demonstrates the ability to present ideas orally and in writing for varied audiences.
- G. Skill in the use of office and computer software and equipment, and other equipment as required.
- H. Demonstrates ability to work effectively within deadlines, under stress, and changing work priorities.
- I. Demonstrates ability to set priorities and accomplish duties.
- J. Demonstrates positive interaction with a diverse group of people, departments and other agencies and demonstrates initiative, resourcefulness and success when working with others and solving problems.
- K. Demonstrates ability to work as a team and with minimum supervision. Possesses self-

supervising attributes, and a positive congenial attitude.

L. Ability to travel to various locations both in and out of the City to receive additional training as deemed necessary.

M. Possession of a valid Michigan motor vehicle operator's permit.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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